

Date 09/08/08



Environmental Management Consolidated Business Center (EMCBC)

Subject: Travel Policy - Temporary Duty (TDY) and Local

Policy

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Financial Management

1.0 PURPOSE

The purpose of this policy is to prescribe the requirements for Temporary Duty (TDY) travel and local travel.

2.0 APPLICABILITY

This policy applies to all Environmental Management Consolidated Business Center (EMCBC) staff and all serviced-site staff covered under a Service Level Agreement (SLA).

3.0 REQUIREMENTS and REFERENCES

3.1 Requirements

- 3.1.1 Federal Travel Regulation (Chapters 300 to 304)
- 3.1.2 DOE Accounting Handbook (see DOE CFO webpage)
- 3.1.3 DOE Travel Manual (552.1-1A)

3.2 Reference

- 3.2.1 PS-550-01, EMCBC Government Motor Vehicle Use Policy

4.0 DEFINITIONS

- 4.1 ACH – Automated Clearing House; banking information.
- 4.2 CARR – Corporate Activity Resources Report. The CARR must be completed for all travel except travel related to training.
- 4.3 FTR – Federal Travel Regulations. The FTR can be found on the USA.gov website under federal employee travel. It is written in a question-and-answer format for ease of travelers.
- 4.4 GTR – Government Transportation Request. Travel Card – EMCBC's office travel card; used to pay for TMC fees and airline tickets only for someone without access to a government travel card.

- 4.5 Local Travel – Travel within 50 miles of an employee’s residence or his permanent duty station. Reimbursement is made in GovTrip by a Local Travel Voucher. Local Travel requires advance authorization by EMCBC management.
- 4.6 TDY – Temporary duty away from one’s permanent duty station. For per diem purposes, TDY begins as soon as an employee leaves his duty station or residence, whichever applies.
- 4.7 TMC – Travel Manager Center; the commercial organization that makes airfare and car rental reservations and other travel arrangements (for example, AdTrav Travel Agency).

5.0 RESPONSIBILITIES

- 5.1 All Employees – will be familiar with and comply with local travel practices and FTR requirements. As required by FTR, employees will use their Government Travel Cards for business travel expenditures, and will not use the travel card for personal activities. As prudent servants of the taxpayers, employees will limit travel expenditures to what is necessary, reasonable and within FTR ceilings. Cash advances (up to 80% of travel costs less airfare and TMC fees) are available but should be requested from the EMCBC Travel Coordinator two weeks in advance of travel. See 6.0, Implementation Requirements.
- 5.2 GovTrip Authorizing Officials and Supervisors – will promptly approve (or reject) GovTrip authorizations and vouchers and ensure all TDY and local travel is in accordance with local policy and FTR requirements. When necessary, supervisors will require appropriate disciplinary action for employee misuse of travel cards and submissions of false statements in GovTrip.
- 5.3 Office of Financial Management, (OFM) Finance – will promptly process authorizations and provide general administrative oversight of TDY and local travel in accordance with EMCBC policy and the FTR. OFM, Finance will designate a Travel Coordinator and control the GTR Travel Card.
- 5.4 Office of Financial Management, Internal Review – will perform reviews of TDY and local travel to ensure compliance with EMCBC policy and the FTR. All Senior Managers will have all of their travel reviewed (100% review).

6.0 IMPLEMENTATION REQUIREMENTS

- 6.1 Employees must complete travel authorizations in GovTrip prior to traveling. In addition, they must also attach a completed CARR, Part 1 to their GovTrip authorization. Employees must obtain management approve for the travel, use of car rental, exceeding FTR limits and going outside the FTR norm. Office of Environmental Management policy states that employee travel costs must not exceed the FTR cost ceilings; justifications for exceptions must be very extenuating. Cost comparisons are required for choosing (1) travel by private vehicle rather than airline and (2) travel by car rental rather than other transportation options. The cost

comparisons must be accurate and meaningful. Cost comparisons with management approval and other justification must be attached to the GovTrip authorization.

- 6.2 Travel expenditures should be incurred according to the travel authorization, prudence and reasonableness. Travelers must retain travel-related receipts \$75.00 and over, but are encouraged to retain all travel-related receipts. Traveler's should keep the EMCBC Travel Coordinator informed of questionable transactions and obtain management approval prior to incurring questionable transactions. The Agency-provided Travel card should be used for all business travel purchases and never for personal purchases.
- 6.3 The voucher should be completed in GovTrip within 5 business days after returning from TDY travel. Receipts must be scanned and uploaded into GovTrip. When actual expenditures are \$30.00 more than the total authorized, the GovTrip travel authorization must be amended before the voucher can be submitted.
- 6.4 Local Travel vouchers should be completed once every 60 days or when local travel costs exceed \$60.00. However, even if the voucher is less than \$60.00, it must be submitted before the end of the fiscal year, September 30th. In accordance with the FTR, employees must deduct their usual commuting costs from the total expenses incurred when they travel between their residence and the local work station.
- 6.5 Employees must notify the EMCBC Travel Coordinator by e-mail of the following: home and work address changes, and expiration dates of government Travel Cards.
- 6.6 When travel is performed by automobile, it is assumed that a Government motor vehicle is the most advantageous method of transportation. Variance must be approved by management in accordance with EMCBC Policy Statement PS-550-01, Government Motor Vehicle Use Policy, (Reference 3.2.1).
- 6.7 Conference fees are training and should not be included in travel authorizations or vouchers. Meals provided at conferences or other meetings should be excluded from per diem.
- 6.8 Accounting codes for EMCBC-related travel will be provided in GovTrip. If another organization will be paying for the travel, the employee must notify the EMCBC Travel Coordinator as soon as possible so their accounting codes can be entered into GovTrip.
- 6.9 In addition to EMCBC travel requirements there are special rules that are required by DOE headquarters required for international travel, for example submission of the 11-point foreign travel form. See the EMCBC Travel Coordinator for headquarters' current requirements as soon as international travel is anticipated.
- 6.10 Employees must maintain a current SF 3881, ACH banking form, with the EMCBC Travel Coordinator. In order for travel vouchers to be processed to the correct bank account, updates to the SF 3881, should be made as soon as an employee's banking account is changed.

6.11 Employees must maintain a current and accurate travel profile with the TMC.

7.0 RECORDS MAINTENANCE

7.1 Employees must attach copies of receipts to their GovTrip Voucher form.

7.2 When receipts and other travel-related documents can not be uploaded to GovTrip, they must be retained for 6 years 3 months after completion of the TDY travel.

8.0 FORMS USED

8.1 CARR (see Desktop/EMCBC Services/Forms/EMCBC Forms: Corporate Activity Resources Report)

8.2 Request for DOE Travel Card (see Desktop/EMCBC Services/Forms/EMCBC Forms: Travel Card Request)

8.3 ACH Vendor/Misc Payment Enrollment Form, OMB No. 1510-0056 (see Desktop/EMCBC Services/Forms/EMCBC Forms: ACH Form)

8.4 11-Point Foreign Travel Form (see Desktop/EMCBC Services/Forms/EMCBC Forms: Foreign Travel 11-Point Paper)

EMCBC RECORD OF REVISION**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial development of policy	All	09/08/08

CONTROLLED DOCUMENT CHANGE REQUEST	
DATE: <u>08/06/08</u>	
INITIATOR: <u>Brent Johansen</u>	
INITIATOR PHONE NUMBER: _____	
DOCUMENT AFFECTED: _____	
SECTION: _____	PARAGRAPH #: _____
CONTROLLED NUMBER : _____	PARAGRAPH #: _____
NEW CONTROLLED NUMBER: <u>PS-552-01</u>	
PROPOSED REVISION: _____ _____ _____	
JUSTIFICATION: <u>New policy</u> _____ _____ _____	
Requested by: <u>Brent Johansen</u>	DATE: _____
Approval: _____ Associate Director	DATE: _____
Assigned to: <u>Sharon Nichols</u>	DUE DATE: _____

Document Review Record Sheet				
Document Title	Travel Policy - Temporary Duty (TDY) and Local			
Control Number PS-552-01	Revision No. 1	Date Issued for Review 08/06/08		
The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments				
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